

AWARD
CITY OF FORT LAUDERDALE

PROCUREMENT & MATERIALS MANAGEMENT DIVISION
100 N. ANDREWS AVENUE, 6TH FLOOR
FORT LAUDERDALE, FL 33301
(954) 828-5140

City Commission Approval: N/A	Period Covered: 10/1/03 – 10/2/04	Contract No.: Town of B-01-102 Davie
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Vendor: MBE_ WBE_ Lason Systems, Inc. 6954 NW 12 Street, Suite F-2 Miami, FL 33126	Invoice To: City of Fort Lauderdale Accounts Payable 100 N. Andrews Avenue Fort Lauderdale, FL 33301
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Attn: John Civalo 305-477-9149 or 305-698-9770 Fax 305-477-9149	Payment Terms: Net 30 Delivery: Per ITB
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MICROFILMING SERVICES, 16MM & 35MM

Per the two attached specification pages


Insurance Coverage Required: Yes ☒ No ☐
Authorized for Purchases: Under \$25,000 ☒ Over ☐

We hereby accept this award and all terms, conditions, and specifications of the bid referenced,
Town of Davie Bid No. B-01-102.

Authorized Signature and Title	Date
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Department Contract Co-Ordinator: Sue Holmes, Central Services (954) 828-3372

Procurement Specialist: Linda R. Wilson, CPPB, C.P.M.


Kirk W. Buffington, C.P.M.

Manager, Procurement and Materials Management

Pricing

35mm Planetary Microfilming	\$0.18 Per Page
16mm Planetary Microfilming	\$0.02 Per Page
16mm Rotary Microfilming	0.015 Per Page
16mm Rotoline Microfilming	\$50.00 Per Roll
Jackets 16 or 35mm	\$0.35 Each Jacket
Fiche Copies 16 or 35mm	\$0.25 Each Jacket
Silver Duplicates 16mm	\$0.09 Per Foot
Silver Duplicates 35mm	\$0.10 Per Foot
Diazo Duplicates 16mm	\$5.50 Per Roll
Diazo Duplicates 35mm	\$8.50 Per Roll
Indexing (Data entry)	\$0.008 Per Keystroke
ANSI Magazine	\$0.75 Each
3M Type Magazine	\$2.30 Each

Preparation of Document

16MM

Category 1: To include removing staples and/or paper clips found infrequently in a file.

\$3.75 Per 1000

Category 2: To include removing Acco fasteners, staples and paper clips that attach groups of document averaging 25 pages.

\$5.50 Per 1000

Category 3: To include removing Acco fasteners, staples and paper clips that attach groups of document averaging 10 pages and unfolding documents found infrequently throughout a file.

\$8.00 Per 1000

Category 4: To include removing Acco fasteners, staples and paper clips that attach groups of document averaging 4 pages and unfolding and repairing documents found infrequently throughout a file. Removal of 35MM drawings to be billed separately.

\$10.00 Per 1000

35MM

Included

Category 1: To include documents that are stapled, stored flat or hanging.

0.03 Each

Category 2: To include documents that are stapled, stored folded or rolled that will lay flat when unrolled.

0.04 Each

Category 3: To include documents that are stapled, stored folded or rolled that will not lay flat when unrolled

Destruction of Documents (RECYCLED)
Shredding Available at going rates

**No Charge

Minimum Charge \$ 50.00

\$ 20.00 pick-up charge for orders under \$200.00

On Site Filming charge \$ 250.00 set-up and \$ 50.00 per day travel expense per one - three employees.

** We will hold your filmed records for up to 90 days; Any longer than that they will be returned to you or your local storage company.

Sincerely,

John Civale
General Manager